Name of Policy: On-campus Student Employment	
Source: Financial Aid Office	
Date Revised: June 2016	
Forms to Complete: State and Federal W-4 Form, I-9 Form, KCAI Work Authorization Form, FERPA Training Form, and KCAI Direct Deposit Form (optional.) see Financial Aid to initiate	

Policy:

Approximately 30% of the student body works on-campus in a variety of jobs. KCAI Student Employment is coordinated through the Financial Aid Office. Employment opportunities are funded through the Federal Work-Study Program, KCAI institutional funding, and departmental funding. Opportunities are posted on the KCAI website and are available to all eligible students. Positions are available on a first-come, first-serve basis, and it is the responsibility of the student to acquire a job. The amount of the maximum earnings is set by the Financial Aid Office and cannot be exceeded without their approval.

Student employment is both a privilege and responsibility. A student employment award is not a guarantee of employment, nor does it waive the employee's obligation to perform satisfactorily academically. Student employees must fulfill responsibilities required for their position and follow the KCAI Student Handbook. Not only do on-campus jobs provide an introductory work experience; to the maximum extent practicable, positions provide opportunities that complement and reinforce a student's educational program or career goals. A student employment experience can become an important item on a resume, and supervisors can become future job references.

Student Employment Pay Rates:
Pay levels are designed to create opportunities for advancement, encourage students to remain with the same department year after year, and create equity between jobs that require minimal skills and those that are more advanced. Hourly rates are subject to change based on minimum wage and pay level increases.

LEVEL	PAY RATE	DESCRIPTION
1	$7.65	Basic Skills. Minimal previous training or experience required. Position includes routine tasks with minimal responsibility. Student has a few responsibilities that are clearly outlined. When the student's tasks are completed, the student is permitted to study.

2	$7.75	Intermediate skills. Moderate experience, technical knowledge or previous training necessary. Special instruction may be necessary for some aspects of the position. Student must possess the ability to learn new tasks and work independent with limited supervision. Student is expected to perform additional duties as requested and is permitted to study wh responsibilities have been met.
3	$8.00	Advanced skills or abilities. Moderate to substantial training or experience is necessary to complete job. Student must possess independent judgment and decision-making ability with little or no direct supervision. Student is fully occupied during work hours and does not have time to do other no job related activities.
4	$8.25	Advanced technical skills are required to complete the job. Student must possess independent judgment and decision-making ability with little or no direct supervision. Student is fully occupied during work hours and does not have time t do other non-job related activities.
5	$9.00	Tutor/Advisor/Ambassador. Student serves as a tutor/advisor, and/or an ambassador for the school. The student must possess independent judgment and decision-making ability with little or no direct supervision. Student is fully occupied during work hours and does not have time t do other non-job related activities.
6	$10.00	Teacher/Intern. Student is required to have advanced knowledge and /or skill in a particular field; punctual attendance is expected of the student as well as participatio in required meetings, training or assessments.
7	$12.00	Durwood Intern. AACS office approval and a junior or sen r
8	$15.00	Special projects/events. Contracted with students on an individual basis with a KCAI department. Jobs are usually associated with an event or a special project and are short-term in length.

Procedure:

Prior to working, students are required to complete both state and federal W-4 forms, an I-9 form, a KCAI Work Authorization form, FERPA Training form (if required), and have the option to participate in direct deposit. Upon completion of appropriate paperwork and submission to the Financial Aid Office, the student will be eligible to start work.

Timesheets must be submitted for the time worked each monthly payroll period, by the deadline per the payroll schedule, in order to receive a monthly pay check. Timesheets and paperwork are to be completed accurately. **Late or inaccurate paperwork or timesheets may delay the processing of your paycheck.**

Job Descriptions:

Job descriptions are posted on ArtNet; copies are available from the student employment supervisor or the Financial Aid Office. The job description explains the core functions of the position and outlines the expectations for student employee performance. Job scheduling requirements are included in the job description, students are not allowed to work during scheduled class time. It is the responsibility of both the student and supervisor to monitor hours worked, not to exceed the limits of 20 hours per week in the regular academic year and 30 hours in the summer. Students may work over the holidays and winter intercession at their regular hourly rate if approved by their supervisor.